

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

9 January 2015

**AMENDMENT**

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-001**

**POSITION:** Supply Technician (D0849000) (GS-2005-06/07) EXCEPTED POSITION

**LOCATION:** USPFO Warehouse, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$35,609 to \$46,294 per annum **GS-06**

\$39,570 to \$51,437 per annum **GS-07**

**CLOSING DATE: 23 January 2015**

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted Technicians (**E6 and Below**) in the Maine Army National Guard.

**AREA II** - All Enlisted (**E6 and Below**) personnel of the Maine Army National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-06 or GS-07 grade. If filled at the GS-06 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment, provided, this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

**SPECIALIZED EXPERIENCE:** Must have nine (9) months experience for the GS-06 level or twelve (12) months experience for the GS-07 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

#### **GS-06/GS-07**

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations, and automated/statistical techniques used in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.
7. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

**COMPATIBILITY CRITERIA:** CMF: 92 MOS: 36B, 51C, 88M, 88N, 89A, 89B

#### **SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirement for the GS-6 level. Appropriate military training courses will be credited on a month for month basis. **Must provide a copy of a transcript to receive consideration.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNNG Incentive Manager at 430-5917 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

///S\\  
LISA M. SESSIONS  
CPT, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

25.

DUTIES:

This position is located in the Army or Air National Guard. Its purpose is to provide storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems.

-- Performs routine and nonroutine material coordination duties for special programs, maintenance, or production shops.

-- Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management.

-- Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations.

-- Performs other duties as assigned.